**Trial Balance Detail Full Field**

This report is useful for monitoring the status of your trading accounts as it shows the actual expenditure balances on a selected range of code combinations. It lists balances in Transaction Code order and gives a page break and subtotal based upon the Page-break parameter selection.

The inclusion of “Full Field” in the report title indicates the report shows the full transaction code description. The text is wrapped where necessary to avoid being truncated. This report has recently been enhanced so you can review Actuals, Budgeted or Encumbrance figures, along with a grand total and a description to the left of subtotals to display the segment code being subtotalled.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Option</th>
<th>Budget or Encumbrance Type</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Type</td>
<td>Actual</td>
<td>N/A</td>
<td>Gives actual expenditure</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>BUDGET</td>
<td>Shows budget totals for the Chest sources of funds</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>1. Commitment – Shows when a PO has a status of Approved and no items have been received or invoiced</td>
<td>Brings back balances of commitments posted into the General Ledger</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Contract – Shows raised Contract Purchase Agreements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Invoice – Shows an invoice that has been entered &amp; matched to a PO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Manual – Shows items from a commitment journal (if used)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Obligation – Shows any PO once the goods have been received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td>Up to the month you wish to run the report</td>
<td>From start of financial year to month report is run</td>
<td></td>
</tr>
<tr>
<td>Dept. Segment Value</td>
<td>Enter your department two letter ID code</td>
<td>For example “AG” for Finance</td>
<td></td>
</tr>
</tbody>
</table>
### Detailed Procedure

**Trial Balance Detail Full Field (UFS)**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Option</th>
<th>Budget or Encumbrance Type</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page-break Segment</td>
<td>• Department</td>
<td></td>
<td>Page-breaks and subtotals for the selection made here</td>
</tr>
<tr>
<td></td>
<td>• Cost Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Page Break Segment</td>
<td>• Cost Centre</td>
<td></td>
<td>Page-breaks and subtotals for the selection made here</td>
</tr>
<tr>
<td></td>
<td>• Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Transaction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page Break Segment</td>
<td>Low/High Range Available</td>
<td></td>
<td>Shows the range of account codes selected</td>
</tr>
</tbody>
</table>

![Parameters](image-url)
**Trial Balance Detail (UFS)**

The same report as *Trial Balance Full Field* above but transaction code descriptions are truncated to 41 characters. This is useful where the additional lines caused by the wrapping text descriptions will interfere with the reading of the report (e.g. for a balance reconciliation exercise where the full description is not required). You can review Actuals, Budget or Encumbrance figures, along with a grand total and a description to the left of subtotals to display the segment code being subtotalled.